

# St. Matthew the Apostle Catholic Parish: Confirmation Coordinator

**Description:** The Confirmation Coordinator holds the responsibility of coordinating the logistics and events of the confirmation preparation process in accordance with the planned curriculum provided by the Family of Faith Coordinator. For the year 2021-2022, curriculum will come from the program Chosen. Supplemental Christian formation will be given to the candidates through Sacramental Prep Connect Nights throughout the year. The Confirmation Coordinator is responsible for:

- A) Parent communication and emails (Cc the FFC on all emails)
- B) Keeping track of student's weekly Chosen program progress online
- C) Organizing and Executing Sacramental Prep Connect Nights for all 90 students and their parents
  - September: Parent and Student Welcome Meeting
  - October: Worship and Prayer Night
  - November: TOB- Hot Chocolate and Hot Topics
  - January: Saint Presentations
  - February: Confirmation Retreat at Damascus
  - April: Mission and Evangelization Night
- D) Student confirmation progress and paperwork (saint, sponsor form, sponsor activity sheet)
- E) Any student and/or parent issues (communicate with FFC)
- F) Organizing and Scheduling confessions for all candidates before Confirmation
- G) Organizing Confirmation Mass
  - Diocese of Columbus Mass Sheet for the Bishop
  - St. Matthew Parish Confirmation Checklist

**Time Commitment:** No more than 15 hours a week

- The time commitment necessary for organizing and executing the above 7 points will require up to 15 hours each week depending on the week and what events are coming up.
- The Sacramental Prep Connect Nights listed above require weekend hours, particularly Sunday evenings

**Time Frame: Year round**

- June is off
- July is preparation time
- Execution of the program is August - May (or whenever Confirmation Mass happens)

**Skills Required:**

- Personable, charismatic personality
  - Comfort with presenting to and communicating with large groups (100+)
  - Ability to ignite excitement in young people about their faith
- Administrative organization
  - Ability to track paperwork according to an appropriate timeline
  - Ability to keep up with student's Chosen progress online
- Prompt and orderly communication via email and phone
  - Ability to clearly communicate the logistics of large events to participants
- Programming for Retreat / Connect Nights
  - Ability to bring in proper speakers
  - Ability to effectively schedule and emcee the nights

**Job offer:** Is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course.

Please submit your cover letter, resume, and references via email to Leo Grimes at [Business.manager@stmatthew.net](mailto:Business.manager@stmatthew.net).